

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 09HR-017

October 7, 2009

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO: All interested Candidates  
POSITION: Visa/Travel Clerk, FSN-5 (FP-9, AEFM only)  
OPENING DATE: October 08, 2009  
CLOSING DATE: October 22, 2009  
WORK HOURS: Full-time: 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Lome is seeking individual for the position of Visa/Travel Clerk in the Travel Section.

To apply, please go to: <http://togo.usembassy.gov/employmt.html>

## BASIC FUNCTION OF POSITION

Arranges for the travel of personnel and dependents stationed in Lome and for the travel and lodging of official and VIP visitors to Togo. Gives airport assistance as Expediter to Embassy personnel, dependents stationed in Lome and VIP visitors and TDYs. Arranges for visas and other entry and departure formalities.

**The major duties and responsibilities are pasted at the end of the announcement.**

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** Completion of Secondary School is required.
2. **Work experience:** Two to two and one-half years of clerical, travel and expediting experience is required.
3. **Language:** Level III English and French ability (good working knowledge of both written and spoken English and French) are required. *English language will be tested.*
4. **Skills:** Considerable tact and diplomacy in person-to-person contacts with American personnel and dealing with agencies of host government, other embassies, airline companies hotel and police is required. Possession of a drivers' license and driving experience is required.

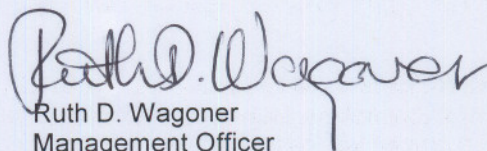


2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: October 22, 2009**

The US Mission in Lome provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

  
Ruth D. Wagoner  
Management Officer

**Major duties and responsibilities:**

Prepares and types Travel Authorizations (TAs), General Travel Request (GTRs) and other forms of travel documentation, form letters, standardized types of memoranda and letters, cables and other material.

Maintains files and records and performs general office work. Delivers documents to host government offices, and answers simple questions concerning them. Takes GTRs to airlines and obtains tickets. Makes travel arrangements and provides simple explanations to travelers concerning entrance and exit requirements of the host country. Makes hotel and other temporary lodging accommodation reservations. Performs airport expediting assistance.

Arranges for visas and other entry and departure formalities, including medical requirements, time limitations, etc., and insures that these formalities have been complied with. Answers inquiries as to the status of pending applications, including those relating to immigrant visa applications. Assists applicants complete relatively simple non-immigrant visa applications, reviews completed applications and supporting documentation for completeness and acceptability.



## SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## NOTE:

1. **ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.**
2. **ALL APPLICATION MUST BE SENT ELECTRONICALLY TO [HROLome@state.gov](mailto:HROLome@state.gov) EMAIL ADDRESS.**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.**
4. **APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.